



# **Willington Fire Department #1**

## **Procedure for Ambulance Attendant Training and Qualification**

<b>To:</b> All department personnel	<b>Review Date:</b> 6/23/2020
<b>Approved by:</b> Chief A. Moore	<b>Effective Date:</b> 7/1/2020

### **I. Purpose**

- a. The purpose of this document is to establish a formalized training and evaluation method for certified Emergency Medical Technicians to become qualified to operate independently as primary ambulance attendants.

### **II. Objective**

- a. Standardize the process to train and evaluate readiness of EMTs to function independently as primary ambulance attendants.

### **III. Responsibilities**

#### **a. Chief Officers**

- i. It shall be the responsibility of a chief officer to make the official decision to clear candidates to function as independent primary ambulance attendants.
  - Inclusive in this is the notification to the membership that a candidate has successfully completed this training program and is now qualified as a Primary Ambulance Attendant.
- ii. Recommendations for appointment shall be made to a chief officer by the Training Officer.

#### **b. Training Officer**

- i. It shall be the responsibility of the Training Officer to notify the membership that the candidate is beginning this training program.
- ii. It shall be the responsibility of the Training Officer to review documentation of training (through Evaluation Forms and Skill Sheets) and recommend the candidate to a chief officer for clearance to operate as a Primary Ambulance Attendant.
- iii. It shall also be the responsibility of the Training Officer to proctor a final written or verbal test and interview to the candidate to evaluate readiness prior to recommendation to a chief officer for clearance.

#### **c. Evaluators**

- i. It shall be the responsibility of members who are qualified as Primary Ambulance Attendants to evaluate performance of the candidate on calls for service.

- ii. It shall be the responsibility of qualified Primary Ambulance Attendants to review skills with the candidate and complete the Skill Sheet when necessary.

**d. Candidates**

- i. It shall be the responsibility of the candidate to make contact with the Training Officer to begin this program.
- ii. It shall be the responsibility of the candidate to request evaluators to complete the Evaluation Forms after each call.
- iii. It shall be the responsibility of the candidate to seek out time and training from evaluators to learn, practice, and be evaluated on the skills listed on the Skill Sheet.

**IV. Eligibility/Prerequisite Training**

- a. Candidates for this program must be probationary or full members in good standing in the department to be eligible to begin this program.
  - i. Candidates must be a full member to be cleared to operate as a Primary Ambulance Attendant.
- b. Candidates must possess an active CT EMT-Basic, EMT-Advanced, or Paramedic certification/licensure and provide their certification/license number.
  - i. Exceptions to begin this program may be granted to candidates that are in an EMT class and expect certification within 2-months (60 days) of beginning this program. Proof of certification must be provided prior to being cleared.

**V. Documentation/Forms**

**a. Skill Sheet**

- i. Skills listed on the Skill Sheet must be performed to proficiency and be signed off by an evaluator prior to the candidate providing supervised patient care (as is required for the Evaluation Forms).
- ii. Candidate is welcome and encouraged to observe on medical calls and transports while they are working to have all skills signed off.

**b. Evaluation Forms**

- i. A minimum of ten (10) evaluation forms encompassing multiple call types where the candidate is providing supervised patient care must be SUCCESSFULLY completed and submitted to the Training Officer.
  - A SUCCESSFUL completion is defined as all scores marked as a 3 (or N/A where applicable). Any evaluation that has a 1 or 2 will not count as SUCCESSFUL.
- ii. Completed evaluation forms shall be placed in the same document collection box as completed EMSCharts reports for review by the Training Officer or designee thereof.
- iii. Candidates must have a minimum of two (2) different evaluators complete the Evaluation Forms.

**c. Training Log (or Training Record)**

- i. The Training Log shall serve as a means to record and track the calls for service where the candidate has provided supervised patient care and had an evaluation form completed by an evaluator.
- ii. Training Logs can also be used to record time spent on learning/developing skills listed on the Skill Sheet.
- iii. Training Logs shall be maintained by the candidate.

**d. Final Written/Verbal Test** (private document, maintained by Training Officer)

**e. Exit Interview Questions** (private document, maintained by Training Officer)